



Job Description – Further Particulars Access & Outreach Coordinator

1. The College

St Edmund Hall is one of the constituent colleges of the University of Oxford and combines an almost 800-year history with a determinedly progressive outlook. Access and Outreach is a key part of this, and the College is seeking a committed and innovative individual to continue to develop our provision in this area. One of the larger colleges with approximately 420 undergraduate students, 300 graduate students and 38 visiting students a wide range of academic subjects are offered. General information about the College is available at www.seh.ox.ac.uk.

2. The College Office

The Admissions & Outreach Office sits within the College Office and focuses on prospective students and applicants, working under the direction of the Tutor for Admissions. At present, this office consists of three full-time posts: the Admissions and Outreach Manager, the Admissions Officers and this role, under the direction of the College Registrar. The post-holder will be managed by the Admissions & Outreach Manager. This post is offered on a 3-year, fixed-term basis, with a possibility of renewal thereafter.

The work of the Admissions & Outreach Office is periodically pressured, for example during the undergraduate admissions exercise in December and the confirmation exercise in August. It is therefore expected that the Admissions & Outreach Office staff should work flexibly as a team.

3. About the post

St Edmund Hall is keen to maintain, and where appropriate increase, the diversity of both our own student intake and that of the wider University. To contribute to this, the Access and Outreach Coordinator will be responsible for the day-to-day organisation and delivery of the College's existing outreach programme, as well as having opportunities to innovate and design new initiatives. The post-holder will also have a broader role in coordinating EDI initiatives more generally within the college.

Day-to-day work typically includes organising and delivering outreach sessions for schools (both remotely and in person), and continuing the development of our resources, web pages, and publications for prospective students. The post holder will work regularly with the team of approximately 60 volunteer student ambassadors and the JCR Access Officer(s) in the College, as well as being encouraged to contribute to external activities such as UCAS events.

Under Oxford University's Regionalisation framework, the College particularly focuses its outreach work on institutions in Leicestershire (including Leicester), Derbyshire (including Derby) and Rutland. The College also forms part of the *Oxford for East Midlands* consortium, alongside Lincoln College and Magdalen College. The Consortium members operate independently in their own link regions, but run additional collaborative programmes across the East Midlands, such as the *Oxford NextGen* Programme, to which the post holder would contribute to through the co-planning, organising, and delivery of events.

The post would be well suited to a recent graduate who has undertaken outreach work as a student and wishes to pursue a career in this area.

4. Reporting to:

The Admissions & Outreach Manager.

5. Job Description

Outreach and Recruitment work

The post-holder will:

- with support from the Admissions & Outreach Manager, organise and run the day-to-day operation of the College's flagship outreach programme, comprising inbound visits to, and residential at, the College, as well as outbound visits to schools, the latter of which occupy around 25 working days a year.
- organise and deliver ad hoc inbound, outbound and remote sessions for schools in the College's link areas where necessary.
- cultivate and maintain links with contacts in schools and colleges, including answering queries by email, telephone and in person, particularly with institutions in the College's regional link areas.
- develop and deliver presentations about St Edmund Hall, the University of Oxford, and the Oxbridge application process.
- in collaboration with the constituent outreach staff of *Oxford for East Midlands* across Lincoln College and Magdalen College, contribute to the co-planning, organisation and delivery of larger scale outreach events, such as *Oxford NextGen*.
- with support from the Admissions & Outreach Manager, take responsibility for the organisation of Open Days and the Offer-Holders' Day.
- lead on the administration and delivery of the College's outreach video-essay competition *The Big Think Competition*.
- work with the JCR Access Officers to maintain resources such as the Alternative Prospectus and the @sehaccess Instagram account, and to maintain a good working relationship between the Admissions & Outreach Office and the JCR.
- take responsibility for the recruitment, training and management of the College's volunteer student ambassadors.
- represent the College and the University at UCAS events where appropriate and maintain the College's contribution to wider University outreach meetings and initiatives.
- take responsibility for the collection, recording and processing of participant data and feedback relating to outreach activities.
- in collaboration with the Admissions Officer, take responsibility for the upkeep of aspects of the College website that relate to outreach, e.g. Student Profiles, 'Why Teddy Hall?' and contribute to other aspects of the website that relate to the role.
- provide assistance to the Communications Manager, to aid in the growth of the College's online presence through generation of content such as social media posts, news articles for the website, and videos aimed at prospective students.

Admissions Support

The post-holder will provide assistance to the Admissions Officer during the admissions interviewing exercise, for example by supporting arrangements for remote interviewing via

Microsoft Teams.

Coordination of EDI initiatives

In collaboration with College Officers and other key stakeholders, the post-holder will act as the coordinator for EDI initiatives in the College, including engaging in the planning, development and delivery of activities such as round-table discussions and themed events to mark EDI milestones. The post-holder may be required to carry out other duties as required by the Tutor for Admissions, College Registrar and the Admissions & Outreach Manager, cognate with the areas listed above.

6. Selection criteria/Person specification

Requirements	Essential and desirable criteria	
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Education/qualifications		
Educated to degree level, or equivalent qualification/experience.	√	
Able to satisfy a Disclosure and Barring Service Check.	√	
Experience		
Relevant experience of higher education and/or of working with young people.	√	
Experience of planning and delivering a sustained programme of activities.		√
Experience of outreach, access or widening participation.		√
Skills, knowledge, and abilities		
Excellent interpersonal skills, with the ability to influence and motivate others.	√	
Confident communication, with the ability to deal appropriately with relevant stakeholders including students, teachers and colleagues.	√	
Strong IT skills appropriate to a Windows-based office, a good understanding of social media, and the preparedness to learn new software as required.	√	
Strong organisational skills, with an ability to work to multiple deadlines and to prioritise workloads.	√	
A flexible and adaptable attitude towards duties, which include working frequent evenings, occasional weekends (for which time in lieu will be given), and regular travel outside of Oxford.	√	
Understanding of the importance of targeting a diversity of educational, cultural and economic backgrounds via outreach and engagement.	√	
Excellent attention to detail and high levels of accuracy.	√	
Ability to summarise large quantities of information and to present them appropriately for varied audiences, both orally and in writing.	√	
A willingness to take ownership of the duties of the post, including an ability to recognise problems and communicate appropriate solutions.	√	
An ability to identify creative and effective approaches to outreach, making the best use of available resources.	√	
Capacity to deal appropriately with confidential and sensitive information.	√	
Good design skills appropriate to developing engaging resources such as PowerPoint presentations, posters and other promotional material.		√
An awareness of regulatory policies such as Safeguarding, CMA and GDPR and a willingness to undertake further training as required.		√
An understanding of the Oxford University Collegiate structure and its admissions process.		√
A full driving licence.		√

7. Terms and Conditions

Appointment:	This is a full-time, fixed-term post for three years with a possibility for renewal, thereafter, working five days per week. The appointment will be conditional on receipt of evidence of right to work in the UK and satisfactory references. The successful candidate will also be required to undertake a Disclosure and Barring Service (DBS) check at enhanced level on appointment.
Probationary Period:	There will be a probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month on either side.
Salary:	The salary reflects the St Edmund Hall pay scale at Grade 5, Stage 1 currently £29,959 per annum. Appointments are normally made to the bottom of the grade; however, the starting point will depend on qualifications and experience. Automatic progression takes place on 1 August for support staff provided they have been in post for at least 3 months prior to the incremental date until the maximum point is achieved.
Hours of Work:	Normal hours of work will be 35 hours per week, usually 9.00am to 5.00pm, with a one-hour lunch break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required, as the demands of the post will require frequent times away from Oxford (for which time off in lieu will be given).
Annual Leave:	Annual leave entitlement is 32 days, comprising 8 public holidays and 24 working days. The post holder's leave will be calculated on a pro rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term, the Access and Outreach Co-ordinator may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Admissions and Outreach Manager. Annual leave should be taken during the College's vacation periods and only in exceptional circumstances will leave be granted during term time.
Meals:	Lunch is provided free of charge in the Hall whilst on duty and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan, free eyesight tests and contribution towards new lenses for VDU users, free annual flu jab, free entrance to the University's museums, the University Club and other Oxford colleges and libraries, free entrance to the Botanic Gardens and Harcourt Arboretum, retail and dining discounts and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).
Pension:	The post-holder will be automatically enrolled in the University of Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

8. Application Process

Interested applicants should forward the following documents:

1. A Cover Sheet (found on our website) detailing the names and contact details of two referees;
2. A current CV;
3. A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email to recruitment@seh.ox.ac.uk by **GMT 09:00 on Thursday 28 November 2024**. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held as soon as possible after the closing date.

Informal enquiries about the post should be directed to Luke Maw, Admissions & Outreach Manager (luke.maw@seh.ox.ac.uk).

Recruitment Monitoring

Please also consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and College members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*